Vacancy Information

Announcement Number:	**IT-2009-0001**
Vacancy Description:	**Information Technology**
Open Period:	**11/25/2008 - 02/06/2009**
Series/Grade:	**GS-IT-09**
Salary:	**$50,408.00 TO $73,100.00**
Promotion Potential:	**GS-12**
Hiring Agency:	**HHS OFFICE OF THE SECRETARY**
Duty Locations:	**MANY vacancies Washington DC Metro Area, DC and Atlanta, GA**
For more information, Contact:	**Shanaz Mobley, 301-443-7568** **emergingleadersquestions@hhs.gov**

Additional Information

Who May Apply:

Open to All United States Citizens.

Job Summary:

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. Join HHS and help to make our world healthier, safer and better for all Americans.

The Emerging Leaders Program (ELP) is designed to recruit high potential employees and provide fast track development highlighting leadership and business skills through experiential learning and training. This Program is one of the recruitment tools used by the Department of Health and Human Services (DHHS) to hire exceptional interns with a variety of backgrounds for the effective analysis and execution of our programs. Formal training and leadership development are the foundation of this two-year internship resulting in a cadre of

well-trained, well-qualified employees for leadership roles in the Department of Health and Human Services.

This is an Excepted Service Appointment that recruits for GS-9 level positions across 5 career tracks (note: not all career tracks recruit each year).

Key Requirements:

* Must be a US Citizen

Position Information:

Full Time
Excepted Service Appointment, Not to Exceed 2 Years

Major Duties: Information Technology Career Path

This career path includes information technology specialist, computer engineers, computer programmers and computer scientist. They assess information technology needs, design and maintain automated programs, design web sites, develop information security procedures, manage databases, perform software engineering and network administration. In addition, they assist other professionals and program managers in using state-of-the-art technology to advance and enhance medical and health care needs.

Qualifications and Evaluations:

Transcripts:

We will request transcripts ONLY from those that are accepted into the program (At a future date). Please do not submit transcripts at this time.

You must be a US citizen

You must be eligible to qualify at the GS-9 level:

The following will qualify you at the GS-9 level; Master's degree, PH.D, JD or higher level degree from an accredited college or university. If you do not possess a Master's Degree or higher, you may qualify at a GS-09 with a Bachelor's degree and 1 year of specialized experience related to the career track for which you are applying.

http://www.opm.gov/qualifications/.

Examples of qualifying specialized experience are:

- Translating detailed logical steps developed by others into language codes that computers accept where this required understanding of procedures and limitations appropriate to use of a programming language.

- Interviewing subject-matter personnel to get facts regarding work

processes, and synthesizing the resulting data into charts showing information flow.

- Operating computer consoles where this involved choosing from among various procedures in responding to machine commands or unscheduled halts.

- Scheduling the sequence of programs to be processed by computers where alternatives had to be weighed with a view to production efficiency.

- Preparing documentation on cost/benefit studies where this involved summarizing the material and organizing it in a logical fashion.

How You Will Be Evaluated:

Your resume and responses to the self-assessment job questions are an integral part of the process for determining your basic and specialized qualifications for the position. Therefore, it is important to support your responses to the applicant assessment questions by providing examples of past and present experience when requested.

There are several parts of the application process that affect the overall evaluation of your application:

1. Your resume
2. Your responses to the core questions
3. Your responses to the self-assessment job-specific questions
4. Your supporting documents

High self-assessment in the vacancy questions that are not supported by information in your resume, essay responses, and/or supporting documents may eliminate you from best-qualified status or result in a lowered score.

Please allow yourself adequate time to apply for this vacancy. We recommend that you preview the questions for this announcement before you start the application process using the *"click here"* link below.

How to Apply:

Please fill out the online application in its entirety:

- There is a section to input your resume/Curriculum Vitae, (outlying both your paid/unpaid work experience; honors received; extra curricular experience; special skills; and leadership roles)

- Please include with your resume, (in the same dialogue box) a short cover letter summarizing your experience and qualifications for the program (half page maximum)

**You will need to complete this application by the vacancy close date, midnight 02/06/09.

Recommendations:

Please provide 2 letters of recommendation with original signatures from individuals who can speak to your specific accomplishments and experiences which demonstrate your analytical ability, oral and written communication skills, and leadership potential. These two academic references must be from the Dean of your academic program and the other from a professor. Please ensure that both references are submitted on University letterhead. Additional references will be disregarded.

Required Documents:

- We must receive your reference packet, postmarked by 02/06/09
- We will not accept faxes, emails or PDF documents
- Submit to:

       ELP Program Coordinator
       6010 Executive Blvd., Suite 400
       Rockville, MD 20852

Additional documentation may be requested at a later date.

What to Expect Next:

Timeline

The recruitment plan for the ELP includes:

The start date for the ELP is July 2009

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer.
More Info

Life insurance coverage is provided.
More Info

Long-Term Care Insurance is offered and carries into your retirement.
More Info

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program.
More Info

You will earn annual vacation leave.
More Info

You will earn sick leave.
More Info

You will be paid for Federal holidays that fall within your regularly scheduled tour of duty.
More Info

Alternative work schedule options are available.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Additional Information:

Questions:

Please send your questions to emergingleadersquestions@hhs.gov

- For additional information on program offerings, see our ELP website: http://learning.hhs.gov/elp.asp

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This is a PREVIEW ONLY! To apply for the vacancy you will answer the questions online.

Job Specific Questions

Grade: 09

* 1. Choose one answer that best describes your education, experience, or combination of education and experience:
    1. I possess at least one year of specialized experience that has equipped me with the particular knowledge, skills and abilities to successfully perform the duties of the position. The experience is related to the work of the position and equivalent to at least the GS-7 in the Federal Service as described in the vacancy announcement.
    2. I possess 2 full years of progressively higher level graduate education or Master`s or equivalent graduate degree (such as an LL.B or J.D.).
    3. I possess a combination of graduate level education beyond the first year of progressive graduate study and appropriate experience that together meet the qualification requirement of this position.
    4. I do not meet any of the requirements described above

All Grades

* 1. Choose the statement(s) below which best describe your knowledge of personal computer (PC) hardware and operating systems (Windows and/or Mac OS) and experience in configuring them for standard applications and networking.
Check all that apply
    1. I have a basic knowledge of PC hardware and operating systems sufficient to configure new systems for word processing and local printing.
    2. I have knowledge and experience sufficient to install and configure PC systems for office automation applications and/or scientific-based computing applications.
    3. My knowledge and experience also includes installing hardware upgrades, such as RAM, hard disk drives and CD and DVD drives, and/or in diagnosing and correcting common hardware malfunctions and software incompatibilities.
    4. My knowledge and experience includes configuring PC systems for standard network services, such as e-mail, printing and file services, and/or for dial-up Internet or remote access services.
    5. None of these statements describe my knowledge or experience.

* 2. Have you made oral presentations to any of the following groups? (1) Team members and/or other peers (2) Supervisors and/or managers in your organization (3) Academia (4) Audiences, including conferences, public meetings, focus groups, etc.
    1. All of the above
    2. Three of the above
    3. Two of the above
    4. None of the above

* 3. Have you demonstrated your leadership capability by motivating and inspiring others toward a common goal?

   Yes No

   If you answer"Yes" you will be asked the following question(s):

   * 3.1. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

   (Essay Question)

* 4. Which Operating Division (OPDIV) within HHS are you most interested in working for as your primary choice?
   1. NIH-Bethesda, MD
   2. FDA-Rockville, MD
   3. CMS-Baltimore, MD
   4. OS-Washington, DC
   5. ACF-Washington, DC
   6. AoA-Washington, DC
   7. SAMHSA-Rockville, MD
   8. AHRQ-Rockville, MD
   9. HRSA-Rockville, MD
   10. PSC-Rockville, MD
   11. CDC-Atlanta, GA

* 5. Which OPDIV is your secondary choice?
   1. NIH-Bethesda, MD
   2. FDA-Rockville, MD
   3. CMS-Baltimore, MD
   4. OS-Washington, DC
   5. ACF-Washington, DC
   6. AoA-Washington, DC
   7. SAMHSA-Rockville, MD
   8. AHRQ-Rockville, MD
   9. HRSA-Rockville, MD
   10. PSC-Rockville, MD
   11. CDC-Atlanta, GA

   6. Do you have technical knowledge and experience in enterprise management? (i.e. Maintaining networked desktops and servers within an organization)

   Yes No

   7. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

   (Essay Question)

   8. Do you have experience with modified systems configuration and operating parameters to accommodate changing workloads and applications?
   1. Yes
   2. No
   3. Somewhat

   9. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

   (Essay Question)

   10. I have performed the following implementations:

Check all that apply
    1. Developer
    2. Project Manager
    3. Analyst
    4. Database Maintenance
    5. Support

11. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

    (Essay Question)

12. Please select the response below that best reflects your experience in a leadership role.
    1. I have directed group projects and/or work assignments, defined the nature of assignments and developed project task according to established objectives and timeframes.
    2. Set priorities and effectively managed constrained time, financial requirements, program activities, and personnel resources.
    3. Developed long-range or short-range plans or program strategies to achieve consistency in program policies and priorities.
    4. None of the above

Please elaborate on your answer, providing specific examples (do not cut and paste your resume).

13. Please select all that you have education or experience with:
Check all that apply
    1. Giving presentations to small groups
    2. Giving presentations to large groups (20+)
    3. Giving presentations to the public at large
    4. Participating/presenting at conferences
    5. Servings as a conference leader
    6. Serving as a negotiator
    7. Providing court testimony
    8. Explaining and defending management policies

14. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

    (Essay Question)

15. Select the statement that best describes your experience preparing analyses, reports, proposals and recommendations in writing to senior management for administrative purposes.
    1. I have had education or training in performing this task, but have not yet performed it on the job.
    2. I have performed this task on the job, with close supervision from supervisor or senior employee.
    3. I have performed this task as a regular part of the job, independently and usually without review by supervisor or senior employee.
    4. I have not had education, training, or experience performing this task.

16. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

    (Essay Question)

17. I have researched, analyzed and synthesized data to determine findings, detect trends, and make sound recommendations.

    True False

18. I have written communication experience with one or more of the following:
Check all that apply

1. Peers and/or team members
2. Professors, supervisors and/or managers
3. High level officials
4. Audiences and/or groups outside of my organization
5. None of the above

19. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

(Essay Question)

20. My level of programming is:
1. Tier 1 (HelpDesk)
2. Tier 2 (HelpDesk plus minor code application)
3. Tier 3 (Coding)

21. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

(Essay Question)